



STAFF ORIENTATION

October 17-18-19, 2006

Location: Adam's Mark Airport Hotel
2544 Executive Drive
Indianapolis, Indiana 46241
Located on the west side of Indianapolis
From I-465 or I-70 take the Airport Expressway,
then to Executive Drive exit. (see page 3)

October 17-18-19 **Overnight stay requirements -**
Hotel Reservation Deadline:
Monday, October 2, 2006 for
Special rate - \$84.00 plus 15% Tax
Reservations: (800) 444-2326
Free Parking

Call to make your hotel reservation before the cut-off date in order to obtain the special rate. Indicate that you are attending the Indiana Judicial Center Staff Orientation, October 17-18-19. The special rate or availability cannot be guaranteed after the cut-off date. Expenses for transportation, hotel and miscellaneous expenses are not covered by the Indiana Judicial Center.

Program Directors – Registration instructions

Please complete the registration form, page 2, and return to the Indiana Judicial Center by the required registration date. There is no tuition for this training. Hotel reservations are the responsibility of the person/program attending.

Breakfast and Lunch buffets will be provided for the participant each day. Please indicate on the registration form if they will partake in the provided meals.

Please provide information and directions to the staff attending the orientation. Directional information is enclosed as page 3 of this document.

Contact Donna Durr for additional information about Orientation or Hotel directions.
ddurr@courts.state.in.us (317) 232-1313



REGISTRATION FORM - STAFF ORIENTATION 2006

To be held at: Adam's Mark Airport Hotel
2544 Executive Drive, Indianapolis, IN 46241 * Phone (317) 248-2481 * Fax (317) 248-0187
(800) 444-2326 * www.adamsmark.com

October 17-18-19, 2006

County _____

Director _____ Contact Phone # _____

October 17-18-19 - Registration Deadline is October 10, 2006 or when session is full. Register Early
Hotel cut off date for overnight room accommodations is: October 2, 2006

The final Agenda should be available in late September 2006. Confirmation will be sent to the Program Director. Please share the confirmation with the participant and provide directions to training. Tentative schedule:

Registration on Tuesday is 8:00 a.m. – 8:30 a.m., and the day will end at 5:00 p.m.

Wednesday training will start at 8:30 a.m. and end at 5:00 p.m.

Thursday will begin at 8:30 a.m. and end at 4:00 p.m.

Breakfast (B) & Lunch (L) will be provided each day. Tues. 17 Wed. 18 Thurs. 19

Please circle to indicate the meal(s) you will partake. B – L B – L B - L

Name _____
(Please print clearly, the name to be shown on the certificate)

Court/Program Name _____

Position _____

Address _____

City/State/Zip _____

Phone _____ Fax _____

Email _____

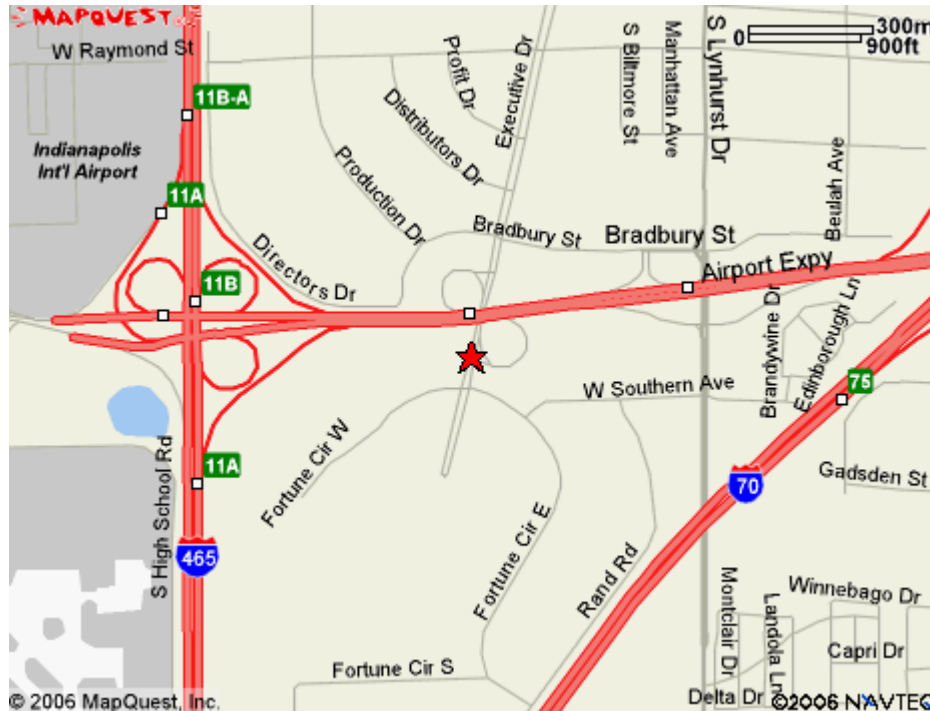
Note: Please provide hotel and directional information to person attending.

Fax to: 317-233-3367 Attn: Donna Durr. Email form to : ddurr@courts.state.in.us or Mail to
Indiana Judicial Center, 115 West Washington Street, Suite 1075, Indianapolis, IN 46204

Adam's Mark Airport Hotel
2544 Executive Drive
Indianapolis, Indiana 46241
(317) 248-2481
www.adamsmark.com

The Adam's Mark is located on the west side of Indianapolis just off I-465 at the Indianapolis airport expressway exit. From I-465, take Airport Expressway east to Executive Drive. From I-70, take Airport Expressway west to Executive drive. The hotel is visible from the expressway. Star on map represents hotel location.

I-465 VIEW



I-70 VIEW

